



**EDENTON-CHOWAN  
PLANNING AND INSPECTIONS DEPARTMENT**

P.O. Box 1030, Edenton, NC 27932  
108 East King Street, Edenton, NC 27932  
Phone 252-482-5618 FAX 252-482-5920



**Chowan County Planning Board Minutes**

March 15, 2005

7:00 p.m.

Chowan County Court House

**Roll call was taken:** Roger Spivey, Jim Leggett, Craig Blanchard, Fred Smith, Jack Held and Lia McDaniel were present.

**Staff Present:** Elizabeth Bryant, Planning Director and Peter Rascoe, Special Projects Officer were present.

Chairman Roger Spivey called the meeting to order.

The Chairman asked if there were any additions or corrections from the January 2005 Joint meeting with the Chowan County Commissioners meeting. There being none, the minutes were approved as submitted.

**New Business:**

**Final Plat for Wharf Landing Multi-Family Subdivision**

Chairman Spivey introduced Mr. Paul Waff and requested that Ms. Elizabeth Bryant present the information needed for the final plat approval.

Ms. Bryant first asked to introduce Susanne Stallings, new Administrative Assistant who joined the Planning office on March 01, 2005 and said that she was also there to meet all Board members.

Ms. Bryant: "The business before you tonight is the final plat for Wharf Landing Condominiums and you have in your packets a comprehensive plan showing the various layout of the property, various utility plans, you have approved this project for preliminary plat some months ago and now Paul is before you asking for final plat approval. You will make a recommendation to the County Commissioners and the County Commissioners will receive the same information and make approval or denial of the final plat. That will give Paul the ability to record the plat. He will also be required to post a bond for any improvements that are left to be made to the property and may get a final certificate of occupancy for the buildings once they reach completion and once all improvements have been installed to that building that he is asking the final C.O. for. He is here tonight asking for your review of his final plat and for you to make recommendation of approval."

Mr. Waff : “I appreciate you all for having me tonight to just give you a conceptual of the look though I am sure most of you have seen what we have down there these are two of the condominiums here” (showing a drawing of site) in each building here will be six condominiums, interior elevator, interior sub steps and exterior sub steps. We presently have 12 going up and we have pre sold 20, we hope to start within the next month we are currently talking about annexation to hook up to that sewer. We have a permit for that but it is not a permit to operate, we are working with Anne Marie on that, we have our CAMA permits, we have our storm and water. You can see that layout that comes in our canal 4 condominiums will be along the waterfront and the rest going along the canal. Our restaurant will be where the shop used to be. We currently have permits for 94 boat slips will be able to get 150 without any trouble. It will be a total of 90 Condos. We hope to get that started within the next year.”

Jack Held: “How many units are in each building?”

Mr. Waff : “Six units per building 1500 sq ft 3 bedrooms 2 ½ baths and you get 2 on each floor elevator and steps in between”

Chairman Spivey: “Where are the people coming from that are buying your condos?”

Mr. Waff: “Actually right now we have quite a few people that used to live here that are planning on having a place here, out of 12 three are investors from DC, Richmond, Currituck, Windsor we have a good mix of locals and persons from up north.”

Mr. Held: “So the entranceway is going to be the Wild life Rd. and then under the bridge and then a road that will take you into the housing project?”

Mr. Waff : “Yes that won’t be a part of that.”

Mr. Held: “So your sewer line is going to run up to the Wild life road and then back into the sewage lagoon?”

Mr. Waff: “It will follow the road.”

Chairman Spivey: “Any more questions?”

Mr. Held: “The sewer line that you are going to have is the Town of Edenton going to put that in or are you going to put that in?”

Mr. Waff : “We are going to put that in.”

Mr. Held: “So if the Town of Edenton annexes you then that will become their line and we will have to pay what ever difference?”

Chairman Spivey? “Any more questions?”

Chairman Spivey “Do we have a motion that we recommend to the Chowan County Commissioners at their next meeting on the 4th of April that they approve the Warf Landing Project with all necessary papers signed and the bond posted?”

Fred Smith: “I make the motion” A “second” from Mr. Held, there being no further discussion approval of recommendation (6-0). The motion was carried with 100% approval.

Chairman Spivey: “Peter, Elizabeth and I met with 3 zoning companies that would do zoning and land use plans and decided that at the next county commissioners meeting they would probably have selected one company to do the zoning. And the commissioners will invite the planning board to meet so that the planning board will know what company will be chosen. There will be a lot of training on this and when we start this zoning we will be receiving a lot of phone calls at home and throughout the county asking about what is going on. We need to and will know what is going on with the help of one of these companies.”

Ms. Bryant: “All of the companies are very well qualified, we may call a joint meeting with the planning board or do this at the next commissioners meeting when we propose that the commissioners make the selection. At that point we will start immediately.”

Ms. Bryant: “All of the companies have proven that they are capable of maintaining contact with members of the Board and staff.”

Mr. Rascoe: “Obviously the goal will be to blanket the public with information, we all will need to have constant education on what is going on. This will be a year long process.”

Ms. Bryant: “That is what we anticipate, most of them have told us we could expect about a year until adoption.”

Mr. Held: “Is this going to be passed with a vote?”

Ms. Bryant: “Certainly ultimately you all (the Board) will vote to recommend approval, denial, approval of the amended version or approval of the exact version we then present to the County Commissioners and they will vote to adopt or deny the proposal”

Mr. Held: “So you are speaking of us voting not the Chowan County population voting?”

Ms. Bryant: “No you all will vote.”

Mr. Rascoe: “you all will vote and recommend an ordinance and probably it will be recommend in chapters and different stages and you all will begin with a proposed zoning map and there may be a lot of people here wanting to voice their opinions.”

Ms. Bryant “We might have to move to the 1767’s courthouse.”

Mr. Rascoe: "First of all we want to know what the current land uses are commercial, agricultural, etc... every tracked parcel in this county and they will come in here and talk very candidly with you all about what the vision is for Chowan County. There was discussion about a couple of meetings one in the northern end of the county and they will come in and take questions from citizens. As far as the proposals we got 4 one high one low and two in between we discarded the high one and we took the other 3. The low bidder was low because of a reason they were not familiar with zoning policies and we cant recommend the low bidder. The high bidder was way out of the ballpark they were nearly 3 times the amount of the low person. And so Mr. Chairman tonight if you don't mind I think we need to talk about and see what you all think so that we can take our recommendation to the board of Commissioners. The two middle bidders, The Wooten Company their proposal was \$64,285.00 close above them was Holland Consulting Planners at \$78,000. Wooten did a UDO for the Town of Edenton, and Elizabeth is familiar with Holland. I think both of them are very impressive. During the interview we put the hard questions to them I was impressed with what everyone asked them such as How are you going to start? What are you going to require of us? Tell us exactly what/how you are going to do it? And so I think that is what we need to talk about tonight to make a recommendation to the Commissioners. Elizabeth has done a comparison of the two. Would you share it?"

Mrs. Bryant "Sure, as Peter mentioned the Wooten Co. was slightly lower in their bid than Holland Consulting Planners. Cliff asked me to do a comparison to see what may be left out. Both of them will start with a survey of existing land uses parcel by parcel account From that they will build an existing land use map which we will use to build our zoning map and zoning ordinance.50 Copies of Zoning Ordinance 12 Copies of Zoning Map. Holland also include an update to our subdivision regulations. The Wooten Co. did not include that in their cost figure. Both proposed to have the different ordinances and codes in one book (much like we have now).One other difference that Holland proposes is they have a future plan in their built into their proposal. They are similar about number of public meetings, workshop meetings, formal hearings with you and the County Commissioners. Holland can appear quarterly with the County Commissioners where Wooten can appear two times before the County Commissioners. Both will review all existing ordinances and make sure we are not in major conflict with our already established ordinances. Holland suggests meetings with stakeholders such as with farmers or agricultural communities. They will assist staff with after all this is done with getting info out to the citizens."

Mr. Rascoe: "Both of them proposed a workable link to the county website and sees what the progress is, read drafts and make comments."

Ms. Bryant: "Both of them are compatible with the GIS software that the County has chosen"

Mr. Rascoe: "I was personally interested with their knowledge of the law and administrative procedures. They proposed ordinances that follow the letter of the law."

We were comfortable with both of them as far as administrative procedures and understanding of legality. We have two comparable companies different proposed prices and the differences that Elizabeth spoke about and a few other minor things.”

Mr. Held: “Have you had any problems or dealings with them in the past?”

Ms. Bryant: “No, the Wooten company I have less experience with I have worked with them as far as the town perspective that is who I call if I have a question about the way the ordinance was written or structured or for clarification on an issue but I have not worked with them on any other capacity than that, I have worked with Holland in my previous position with the city of Greenville on a couple of different projects and they are administering our Hazard Mitigation Grant to buy out and elevate flood damaged properties and have worked with them extensively through that, I feel like I could have confidence with either firm but I am concerned that Wooten left out the subdivision update because I had a conversation with them over the telephone after the RFP (request for proposal) was issued. I thought I had clarified that but you never know why that was left out. I feel like either one we choose really could do an excellent job.”

Chairman Spivey: “These two groups were professional people; they know what they are doing. I am just like the rest of you.”

Mr. Rascoe: “We can just the four of us meet again before the commissioners meeting and brief Cliff on what everyone has discussed here.”

Ms. Bryant: “Do you all feel comfortable, now Cliff may want to call a special meeting of the commissioners, I don’t know but from your perspective do you feel comfortable having it at their regularly scheduled April meeting?”

Mr. Blanchard said “I think it would be a good idea to call in persons that these companies have done work for before and let them share how they felt the two companies performed.”

Ms. Bryant: “Especially the towns where their job was similar type project.”

Mr. Rascoe: “Please note that date of the Commissioners Board meeting so that you all can come to the meeting if you like so that you can participate and ask questions and answer questions.”

Ms. Bryant “It is going to be April 4<sup>th</sup> at 6:00 and I will give you all a call to confirm that.”

Chairman Spivey: “Any more business that we need to discuss tonight?”

Mr. Blanchard asked about Tom Wood’s development of subsequent phases of Mulberry Hill.

Mr. Rascoe: “The direct issue we resolved, he filed a subdivision plat which brought him in just under the wire he has a phase sketch plan that is in so we can work off of that, now

the consequence of that is that he is going to fall under having a subdivision if you approve that he is going to have some roads that he has got to put in which he has not had in the past. And the clock is running on that process.”

Mr. Leggett: “Mr. Chairman, I want to make one comment about this project (Wharf Landing) it is true that Paul has stated and he continuously that he is going to try to get the property annexed as a satellite annexation by the Town of Edenton once that is to occur anything that has not happened been approve by the County we loose jurisdiction over that?”

Mr. Rascoe: “Yes.”

Chairman Spivey: “Do we have a motion that we adjourn?”

Mr. Held: “I move that we adjourn”

Mrs. McDaniel: “I second”

Chairman Spivey: “If all are in favor please stand, the meeting is now adjourned.”